

Vacancy Announcement

DATE: April 19, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Administrative Assistant
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for an Administrative Assistant for Ravn Air Group. This position reports to the Senior Vice President (SVP) of Human Resources, and is responsible for providing administrative support to the Human Resources department in addition to Executive staff members, through high-level organizational, clerical and logistical duties. The successful candidate will have a very strong proficiency with computers, the ability to work in a fast-paced environment, and excellent communication skills.

This is a non-exempt, full time, benefits-eligible position. Position typically works Monday through Friday in Anchorage, however overtime may be required as dictated by business and training needs.

Minimum Qualifications

- A High School Diploma/GED is required;
- A minimum of three years in a fast-paced office environment with constantly changing priorities;
- Must have strong prioritization and time management skills;
- Strong computer skills to include a demonstrated proficiency with Microsoft Office Suite (i.e., Word, Excel, PowerPoint, and Outlook);
- Must have exceptional phone etiquette;
- Ability to work independently, perform tasks of a detailed nature accurately within required timelines, and adapt to fluctuating workloads;
- Strong organizational, information gathering, and monitoring skills;
- A high attention to detail and accuracy and the ability to maintain confidentiality in all matters;
- Ability to organize and file company records, documents and related materials;
- Professional appearance and demeanor is required;

- Requires a strong safety awareness and the ability to adhere to Safety Management Systems (SMS);
- Able to pass a comprehensive background check;
- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

Duties & Responsibilities

- Responsible for providing administrative support in a multitude of areas to members of Human Resources and Executive staff members, as needed;
- Examines incoming correspondence to determine priorities, action(s) required and responds accordingly with coordinated response;
- Provides full spectrum administrative support related to role to include but not be limited to data entry, oral communication (via phone and in person), and coordinating written communication to appropriate parties;
- Professionally answers and manages incoming calls, receives and interacts with incoming visitors, and liaise with internal staff at all levels;
- Coordinates project-based work which includes involving appropriate parties and following up as necessary for progress and completion;
- Maintains confidentiality at all levels as it relates to Company business;
- Responsible for promoting identification and reporting of safety hazards in the work environment or when confronted with an unsafe situation. Promotes a positive Safety Culture with co-workers and supports the organization in compliance with Safety Management System (SMS);
- Other duties as assigned and within the scope of this position.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT RESUME AND COMPLETED EMPLOYMENT APPLICATION TO RAVN AIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@flyravn.com

Fax: (800) 616-5081

Mail: Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK

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